

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175 OR DSN: 496-6175

POSITION VACANCY ANNOUNCEMENT 17-003a Open Date: 10 November 2016 Close Date: 9 December 2016

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: ADMINISTRATIVE ASSISTANT

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: 135th Intelligence Squadron, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220

SEQUENCE: #

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO ONBOARD AGR AND CURRENT ENLISTED MEMBERS (A1C/E3 to SSgt/E5 ONLY) OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Conducts research on a wide variety of complex administrative problems involving various activities and functional areas. Plans, schedules, performs, and directs the work of the administrative function to include correspondence and messages, records documentation management, printing and duplication, publication and forms management, reference library, special orders and the receipt, storage and control of classified documents. Maintains personal contacts with functional managers to discuss administrative practices and services, provide technical advice and guidance, and recommend methods and procedures where necessary. Conducts periodic inspections of administrative files, publications and procedures in other functional areas and acts as a quality control augmentee during the administrative portion of activity inspections. Maintains all correspondence and reports files for the respective divisions. Establishes and conducts the on-the-job training program and presents local level administrative classes for both technicians and unit military personnel of respective divisions. Manages the Personnel Concepts III (PC-III) program for respective divisions to include security clearances, personnel data control, force management, officer performance reports and training requirements. Utilizes word processing equipment to type from plain copy, rough draft, or by selecting information from a variety of source data or material; to produce military and nonmilitary correspondence, reports, summary sheets, staff studies, and/or statistical and tabular material. Maintains and schedules use of copiers, word processors, computers, printers and/or typewriters for efficient and maximum utilization. Performs other duties as assigned.

AFSC

AFSC: 3A171 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). **Qualifying ASVAB scores: Must have a minimum score of 47 in Administrative.**

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have TS/SCI clearance with counterintelligence polygraph or be able to obtain same.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

1. NGB Form 34-1, **DATED 20131111** Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement **(third page of this announcement)**.
5. ANG Physical Assessment Results.

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: NGMD-AG-HRO
AGR BRANCH
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION